

347402/86

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: ELECTRIC METER SHOP TECHNICIAN**

**DEFINITION**

Under general supervision, to perform skilled in-shop electrical work in the repair, testing and calibration of single and polyphase meters used in residential, commercial and industrial facilities; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

**REPORTS TO:**

**SUPERVISION RECEIVED AND EXERCISED**

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Test, clean, repair, calibrate and rebuild single phase and related residential or small commercial use meters in the shop.
- Test, clean, repair, calibrate and rebuild complex electric meters, including polyphase meters, in industrial and large commercial use in the shop.
- Test, calibrate and repair miscellaneous electrical measuring equipment.
- Keep accurate inventory of meters, parts and associated materials and equipment.
- Keep records of meters tested and repaired.
- Control shipping and receiving of items to be repaired, accepted or rejected.

**QUALIFICATIONS**

**Knowledge of:**

- Methods, materials and tools used in single and polyphase meter repair work, including knowledge of electric circuits and wiring systems.
- Mechanisms of electric meters and the ability to use this knowledge in the testing and repair of meters.
- Occupational hazards and safety precautions necessary in such work.

**Ability to:**

- Use and care for tools and testing equipment and good finger dexterity and eyesight enabling one to work with delicate instruments.
- Test and repair complex meters, including polyphase meters.
- Read and interpret schematic drawings.
- Understand and carry out oral and written instructions.

- Maintain records and prepare reports.
- Work overtime as required.

**Education and Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be two years of experience in electrical maintenance work that includes making repairs to electric and electronic equipment and preferably including one year of experience in the repair, testing and calibration of single and polyphase meters.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Possession of or ability to obtain an appropriate, valid California motor vehicle operators license.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:**

**TO:**